



Petroleum Driver Passport

Petroleum Driver Passport (PDP) Scheme

Revised Amendments due to Covid-19

Valid from 9 November 2020

The Downstream Oil Distribution Forum (DODF) have reviewed the PDP Scheme dispensations in the light of the on-going Covid-19 pandemic, and the training and assessment challenges the industry faces. Our priorities, in making amendments to PDP, continue to be allowing Drivers, Employers, Training Providers and Terminals to operate within Government restrictions and guidance and take all necessary precautions, and keeping the economy moving by ensuring drivers can continue to work safely, load at Terminals, and deliver product in a competent manner.

Therefore, in consultation with SQA, we have agreed to implement the following amendments to the PDP Scheme and its administration:

REVISED PDP AMENDMENTS - valid from 9 November 2020

EXTENSION TO PDP CARD EXPIRY

All driver PDP cards, which expire between 1st March 2020 and 1st March 2021, remain valid until 31st March 2021. These cards will be renewed for five years if a driver has passed their written and practical assessments before 1st April 2021.

Renewed PDP card period of validity / expiry date:

- If a driver completes and passes their 25W and 25P before their original expiry date, their new PDP card shall begin from their original expiry date. For example, expiry date in January, training and assessment completed in December, renewed PDP card's period of validity will begin from the January date.
- If a driver completes and passes their 25W and 25P after their original expiry date, then their new PDP card period of validity shall begin from their new date of completion. For example, expiry date in November, training and assessment completed in January, renewed PDP card's period of validity will begin from January date.

ANNUAL REFRESHER TRAINING - 2020

DODF are aware that Training Providers may not be able to undertake any classroom training or practical assessment for the foreseeable future. Therefore, we are assuming no or extremely limited numbers of annual refreshers will take place until full training and assessment recommences.

To provide flexibility in 2020, we are relaxing the rule that annual refresher practical assessment (21P) must be taken no more than four months prior to a driver's annual anniversary date. This is to allow drivers to complete their annual classroom and practical assessment at any point in this calendar year, up to 31st December 2020. As we cannot change the rule within the PDP system database without incurring major cost and time, we are facilitating this via the pricing structure.



Petroleum Driver Passport

If a driver can complete their annual practical assessment within four months prior to their annual anniversary date, they can register for 21P as normal.

If a driver is past their anniversary date for their annual practical assessment, they can register for revalidation, 22P, **AT THE SAME PRICE AS 21P**.

Annual classroom training (21T) is unchanged and must take place within the same calendar year as the annual practical assessment, in order to maintain the validity of the PDP card.

ANNUAL REFRESHER TRAINING - not completed in 2020 /2021

The DODF is urgently working on a solution for those drivers unable to complete their annual refresher for 2020 and annual refresher training in 2021. We will issue separate guidance on this matter as soon as possible.

PDP HELPDESK

The PDP helpdesk can be contacted via the PDP email address - pdppassport@sqa.org.uk - or by telephone (0345 270 0123).

INFORMATION FOR TERMINALS

The DODF would like Terminals to continue with PDP card validity checks, taking account of the following changes to the Scheme:

- Any PDP cards expiring in the period 1st March 2020 to 1st March 2021 remain valid until 31st March 2021. These drivers have until 1st April 2021 to complete their PDP assessments and should be treated as having a valid PDP card and still be allowed to load.
- Drivers have to complete their annual refresher within the calendar year as normal, i.e. by 31st December 2020. **For 2020 only**, the rule that annual refresher practical assessment must be taken no more than four months prior to a driver's annual anniversary date has been suspended.

If a Terminal has direct access to the PDP System to check a driver's validity, please use this method.

Otherwise, enforcement officers (Terminals) wishing to check a driver's entitlement, may contact the SQA Administration Team **via email only** to check the PDP System – pdppassport@sqa.org.uk.
Please note that SQA has now moved to homeworking and will not be changing staff working hours and any email checks will be dealt with in business hours, Monday to Friday.

The DODF appreciate your support and understanding as we take these steps to protect drivers, Training Providers, Terminals and SQA staff and ensure the smooth running of the petroleum distribution industry. If you have any queries please contact: PDP Helpdesk - pdppassport@sqa.org.uk or DODF Facilitator – jenny.clucas@coagentskills.com

Downstream Oil Distribution Forum

www.pdppassport.com/pdppassport